

Brooks Free Library Board of Trustees

Wednesday March 11, 2015 6:00 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of Feb. 11, 2015
3. Public Comment
4. Reports:
 - A. Chairman
 - B. Library Director
 - C. Building & Grounds Committee
 - D. Liaison from Board of Selectman
 - E. Friends of Brooks Free Library
5. Correspondence:
6. Old Business:
 - A. FY16 Budget Request
7. New Business:
 - A. Acceptance of Donations
8. Trustees' Report
9. Upcoming Meeting(s)
 - A. Next Trustees meeting – Wed. April 8, 2015 at 7 pm
10. Adjournment

Authorized posting officer

Virginia Hewitt
Brooks Free Library

Posted by

Town Clerk's Office

Agenda submitted electronically to Town of Harwich for posting

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Minutes
Brooks Free Library Board of Trustees

Wednesday February 11, 2015
Thornton Room, Brooks Free Library
739 Main Street, Harwich, MA 02645

DRAFT

Call to Order: The meeting was called to order by Chair Mary Warde at 7: 10P.M. Present were Mary Warde, Jeannie Wheeler, Joan McCarty, Ann Emerson, William Crowell and Library Director Virginia Hewitt.

Approval of Minutes: Joan McCarty made a motion to accept the January 14, 2015 minutes. Jeannie Wheeler seconded. The motion carried unanimous vote.

Public Comment: None.

Reports:

Library Director: See report.

- Ginny met with the Assistant Town Administrator on February 10th regarding snow removal and custodial staffing.
- Multiple security alarms occurred on January 28th. The cause of the alarms was not determined.
- Ginny has not received an estimate for replacement of the UPS battery system in the elevator that was damaged during Winter Storm Juno.
- There will be a Legislative Breakfast at Mashpee Library on Friday, March 6th @ 8:30 A.M. Ann Carpenter will share the success of her engineering programs for children.
- Ginny handed out a copy of the library's Emergency Evacuation Plan developed by Assistant Library Director Suzanne Martell and Deputy Fire Chief Kent Farrenkopf. William Crowell made a motion to accept the Emergency Evacuation Plan dated January 2015. Joan McCarty seconded. The motion carried by unanimous vote. Ginny will schedule a fire drill.

Building & Grounds Committee:

- The Committee sent a list of outstanding repairs to Sean Libby.
- The carpet has been selected and does not have to go out to bid. The library is not planning to close during installation.

Liaison from Board of Selectman: None.

Friends of Brooks Free Library: None.

Correspondence: None.

Old Business:

- Ginny handed out a schedule of dates for budget hearings.
- No change in the FY 16 Budget Request and Capital Plan Projects.

New Business: Joan McCarty made a motion to accept donations totaling \$135.00. Jeannie Wheeler seconded. The motion carried by unanimous vote.

Upcoming Meetings:

- Next Trustees meeting – March 11, 2015
- FY 16 Budget Review joint meeting with Selectmen and Finance Committee – March 11, 2015 @ 5:00 P.M. – 5:15 P.M.

Adjournment: Jeannie Wheeler made a motion to adjourn at 8:20 P.M. Joan McCarty seconded. The motion carried by unanimous vote. The meeting was adjourned at 8:20 P.M.

Respectfully submitted,

Kathleen Remillard, Trustee Brooks Free Library

Library Director's Report
March 5, 2015

Legislative Breakfast

This year's Cape and Islands Library Legislative Breakfast is being held Friday, March 6th at the Mashpee Library. As I mentioned last month, the planning committee asked Youth Services Librarian Ann Carpenter to be one of the presenters, speaking to the legislators and library community about her monthly Engineering Challenges. This program is very successful and is always extremely popular. It was originally intended for 3 – 6th graders when Ann started it last year, but it immediately became an inter-generational program. Younger children, teen and tween siblings, parents, grandparents, etc., all join in and get involved in the projects. Like other Saturday programs, we also see a large number of fathers and adult male family members participating, which is another positive aspect of the program. The Engineering Challenges are one of a number of Science, Technology, Engineering and Math STEM (Science, Technology, Engineering and Math) and STEAM (adds Arts) related programs Ann has developed in accordance with our Long Range Plan.

This is the 5th year the Cape and Islands Libraries have hosted our own Legislative Breakfast, separate from the southeast region, and I'm pleased to say it's the 3rd time one of the feature presentations has been about a Brooks Free Library program or service.

Inter-Library Loan from Outside of CLAMS

CLAMS is scheduled to "go live" with the Virtual Catalog replacement, the Commonwealth Catalog, later this spring. This system will allow patrons to search the catalogs of libraries in other automated networks across the state and place requests themselves. It has been over a year that our patrons have not had that capability, so we are anxious to begin offering that service again. Searching and requesting will be straight-forward for patrons, but libraries will need to learn the new behind-the-scenes system and procedures for lending and receiving the items. Several staff members are attending training at CLAMS this month. We are fortunate to have been included among the first networks to be brought on to the Commonwealth Catalog. The Minuteman consortium of 43 libraries in the Metro West area will go live at the same time, along with several academic libraries that are not in consortiums. The number of items our patrons have access to will grow over the coming months as other consortiums are added to the Commonwealth Catalog.

CLAMS News:

The consortium will be replacing switches and routers at member libraries over the next month. The new equipment will provide the capability for wireless access for staff members. While we can use the public network when we need to use wi-fi now, we aren't able to connect to our automated system unless you're connecting through the wired CLAMS staff network. Wi-fi on the staff network will enable staff members to bring a laptop or device to the stacks to do inventory, making it much more efficient, and we'll be able to set up permanent or temporary staff workstations in locations that don't have data jacks.

CLAMS will be moving the servers for our automated system from the CLAMS office in Independence Park in Hyannis to Open Cape's Co-location Center at the Barnstable County

Complex. While all the Cape libraries are on Open Cape, the CLAMS office is not (and isn't close enough to be able to connect.) Libraries have seen the benefits of the faster speed provided by Open Cape when connecting to the Internet, but use of our automated system was not improved because the traffic still had to travel on an older network to get to the servers in Independence Park. This move will speed that process and the Co-Location Center also provides more protection and security for the servers since it was built for the purpose of hosting the servers of government agencies and other organizations across the Cape. CLAMS is planning to move the servers on Monday, April 20, Patriot's Day, when libraries will be closed, so operations should not be impacted.

Youth Services:

February vacation went well, with good attendance at the various vacation programs.

The new Toddler Playgroup on Saturday mornings has gotten off to a good start with an average of 10-15 child participants each week. There has been a lot of anecdotal feedback from patrons about appreciating a Saturday program for young children.

The MineCraft Party on Feb. 28th that was rescheduled from January was a big hit with the target age group. We had two teen helpers at the program.

Harwich Junior Theatre

The Harwich Junior Theatre has been one of our major partners in "Harwich Reads: Growing Our Community." Their production of The Secret Garden opens on Thurs., April 3. Grade 5 and 6 students from the Monomoy Regional Middle School students will attend a special matinee on April 8th, funded in part by a grant from the Harwich Cultural Council. The HJT is hosting a Gala Reception following the final matinee performance on Sunday, May 3. The reception is open to the public and celebrates both the "Harwich Reads: Growing Our Community" and their 64-year heritage as a community landmark and "home" for generations of Cape audiences and students.

The Harwich Junior Theatre has initiated a new program for discount passes to any of their performances, not just The Secret Garden, at no cost to the Library. The pass allows patrons to "buy one, get second ticket free."

Friends News:

The Friends' Feb. 7 program "Walt Whitman, Poet" with Steve Collins was postponed due to poor driving conditions and has been re-scheduled for Sunday, March 29th at 2 pm. Due to scheduling, the Friends' April program does not take place on the "First Sunday" but will instead take place on April 19th and feature singer Ruth Harcovitz for "April in Paris."

Building Maintenance

HVAC Leak - A relief valve on an HVAC pipe failed on Saturday, Feb. 28th and staff members found water pouring through the ceiling into the Reference area. Maintenance Foreman John Eldredge from Highway stopped the water flow and prevented more damage. The custodian was able to vacuum the water from the carpets and we did not have to call in

an outside cleaning contractor. We discovered on Monday that one floorboard had warped but John was able to screw it down and he does not anticipate it needing further repair. This leak was not caused by frozen pipes, by the way. Our heating system uses a glycol mix so the pipes won't freeze. 28 books were soaked and had to be withdrawn, but with an estimated value of less than \$1500. We are filing an insurance claim but unlikely to receive any reimbursement since the amount will be below the deductible.

Carpet Project – Town Engineer Bob Cafarelli and Facilities Manager Sean Libby have been working with the state to investigate procurement options for the carpet project. No RFPs have been issued or contracts signed, but they expect to have receive definitive answers and move forward shortly.

UPS Battery for elevator – The quote has been approved and the battery is on order.

Budget

The spreadsheet for the year-to-date FY15 budget is included in your packets.

The Trustees are scheduled to meet with the Selectmen and Finance Committee on Wednesday, March 11 (5 pm at the Community Center) regarding the FY16 budget. The BOS and FinCom had requested advance copies of any supplemental budget information supporting our request. A copy of the Library submission is included in your packets.

Respectfully submitted,

Virginia A. Hewitt

Trustees Report of the Assistant Director

March 2015

Harwich Reads: Growing Our Community : Our community read kicked-off the 1st Saturday of February with 18 attendees. The speaker, Donna Wood Eaton of Cedar Spring Herb Farm in Harwich was wonderful and we had an article in the Cape Cod Chronicle talking on the program and its theme on sustainable gardening. The books, Animal, Vegetable, Miracle by Barbara Kingsolver and The Secret Garden by Frances Hodgson Burnett both have themes of the joys of gardening as well as creating sustainable communities. The Morning Book Group discussed the Kingsolver title in February and will discuss Burnett's in March. Literary Diners will discuss Animal, Vegetable, Miracle in March and the Evening Book Group in April.

There are numerous copies of the books available at the Circulation Desk for anyone wishing to participate in the program.

A craft was offered after one of the COA luncheons but unfortunately, it was one of those somewhat stormy days so individuals who may have stayed went home on the bus. We did get 3 others who made flowers from vintage patterns some of which were used later in the day as decorations for David Ryan's retirement party.

The Seed Lending Library has been "sprouting" lots of new varieties of seeds as we come into the season where individuals are planning for their yearly vegetable gardens. A group of students from the Lighthouse Charter School who took the seminar on the Secret Garden not only helped package seeds for our library, but also decorated the bulletin board with the same theme. It "opened" on Saturday, March 7 with an explanation of it and we planted heirloom tomato seeds. We will be bringing the seed lending library out into the community at the Meet the Farmer event held at the Community Center on March 14 and at the Lower Cape Home & Garden Expo at Cape Cod Tech on Saturday, April 11.

Other talks in March include a Pollinator talk by Conservation Administrator, Amy Usowski and a History of Cape Cod Gardening on Saturday March 21 by the Director of the Avery-Copp House Museum, Leslie Evans. We also have forms available for the Garden Club of Harwich's Harwich "Gold" 2015 fundraiser on the counter behind the seed library.

Respectfully Submitted,

Suzanne Martell

March 2015 Technology Report

Programs:

Device Advice, Book-a-Librarian and our Technology and Tea program at the COA, continue to attract patrons with technology related questions. Our Tech Talks these past two months included Kindle for Beginners, iPad Beginner, iPad Intermediate, OverDrive Downloads, and a new program on the Samsung Galaxy Tab. Despite the weather, we had excellent attendance at these workshops. In March, we will again offer the Galaxy Tab and Kindle Tech Talks.

Staff Computers:

After reviewing and updating our Technology Replacement Plan in December, I ordered four new staff computers. Both the Reference computer and Assistant Director's computer have been replaced and the Circulation computers are scheduled for replacement next. The staff computers that are being replaced will then be repurposed to replace the oldest public computers both upstairs and in the Homework Center.

Public Computers:

Implementation of the Public Web Browser 3 on the 30 minute public computers was a success. We are encountering far fewer disruptions to troubleshoot internet issues on these computers now that the browser has been updated and is compatible with a variety of email service providers. In preparation for tax season, the Word Processing computer was updated and repurposed to allow for access to the irs.gov website so that patrons can search, read, and print both tax forms and instructions. My next area of focus will be the Homework Center, where the majority of the computers are more than 5 years old and are currently running on an outdated and unsupported operating system.

Website:

In February, I met with Jamie Goodwin, Caleb Ladue, and Julie Quintero-Schulz to review the first draft our new town sub-site. Prior to our meeting, I asked Carla Burke to review the new site using her screen reader JAWS so that we could identify accessibility challenges and present our ideas for changes, in terms of both accessibility and design, all at the same time. The majority of the changes we suggested have been implemented and the site is progressing nicely. To date, we have not been told when we might expect the site to go live.

Respectfully submitted,
Emily Milan
Staff Librarian

FY15 Budget Balances
2.28.15

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$21.75	\$138.25	14%
Dues, Subs & Travel	\$2,325.00	\$1,681.53	\$643.47	72%
Electric	\$31,465.00	\$11,304.28	\$20,160.72	36%
Maintenance & Repair	\$48,555.00	\$16,747.36	\$31,807.64	34%
Library Supplies	\$13,900.00	\$4,650.04	\$9,249.96	33%
Educational Supplies	\$120,000.00	\$53,226.92	\$66,773.08	44%
Gas	\$13,369.00	\$1,221.97	\$12,147.03	9%
Office Supplies	\$4,200.00	\$2,639.82	\$1,560.18	63%
Professional & Tech	\$42,057.00	\$38,046.65	\$4,010.35	90%
Water	\$981.00	\$437.94	\$543.06	45%
Employee Fringe Benefits	\$0.00	\$125.00	-\$125.00	
Total Library Expenses	\$277,012.00	\$130,103.26	\$146,908.74	47%
Wages & Salaries	\$487,855.68	\$328,248.16	\$261,685.27	67%
TOTAL	\$764,867.68	\$458,351.42	\$306,516.26	60%

Calculation for Adjustments to FY15 Budget to reflect 2% COLA Jan 1 2015

\$4,202.00	FY15 Salary and Wages Adjustment Added to Budget
	for 2% COLA on 1/1/15 should be
\$492,057.68	Adjusted FY15 Salary and Wages Budget Should Be
\$769,069.68	Total Adjusted FY15 Budget (Salaries & Expenses)